

A Ink/Paper Definitions

This appendix provides definitions and formulas for determining the reflectance of mailpiece backgrounds and printing ink, print contrast ratio (PCR), and print reflectance difference (PRD). Values for these parameters are always less than 1. Decimal fractions (e.g., 0.65) and percentages are used interchangeably. Percentages are used in this publication. All parameters are measured as shown in appendix B.

Reflectance

The symbol R is used for reflectance. Only diffuse (scattered) reflectance is of interest. It represents the percentage of incident light diffusely reflected by the material in question. A surface perfectly reflecting the incident light has a reflectance of 100 percent; a surface reflecting only half the incident light has a reflectance of 50 percent.

Print Reflectance Difference

$$PRD = (R_W - R_P) \times 100$$

R_W is the reflectance of the background
(e.g., envelope or card)
 R_P is the reflectance of the ink
(e.g., character stroke)

Print Contrast Ratio

$$PCR = \frac{R_W - R_P}{R_W} \times 100$$

R_W and R_P are defined as above

B Ink/Paper Measurement

This appendix is for mailers who have instruments capable of measuring optical reflectance and contrast.

Instrument Calibration Standards

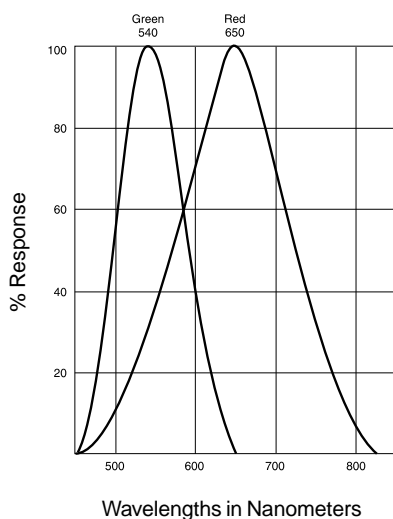
The measurements here apply only to diffuse reflectance. A perfectly reflecting, perfectly diffusing surface has a reflectance of 100 percent. This is the reference or basis for reflectance measurements. Calibrated pressed barium sulfate (BaSO_4) or magnesium oxide (MgO) is a suitable reference standard for instrument calibration to indicate 100 percent reflectance for a white surface.

Carbon black or other black backing such as black velvet that reflects less than 1 percent light may be used as a suitable reference standard for zero reflectance. Instruments should be calibrated according to the manufacturer's instructions using either the above primary standards or the secondary standards supplied with the measurement equipment.

Instrumentation

Measurements may be made using the Postal Service-approved envelope reflectance meter. If other instruments are used, they should provide the appropriate spectral response characteristics in the red and the green portions of the optical spectrum shown in the illustration below and described on the next page.

Spectral Response Curves



Area Resolution

For measurements associated with POSTNET barcode functions, the effective area measured by the Postal Service envelope reflectance meter (ERM-2) is 6 mils (0.006 inch) by 10 mils (0.010 inch).

Address Block Measurements

Reflectance and contrast measurements on POSTNET barcodes and potential interference should be made in the red and the green portions of the optical spectrum as follows:

1. Make sure that auto-calibration has been performed on the instrument and the mode switch is in the “Operate” position. (The display should read “00%00%00%.00 inches.”)
2. Place the sample switch in the “Paper” position. Position the mailpiece in the mail slot of the instrument so that the paper background is centered within the reticle pattern on the view screen. Place the sample switch in the “Hold” position. The unit locks the last value displayed into its internal memory and uses this value for all future PRD and PCR calculations. This value is also locked into the display readout.
3. Place the sample switch in the “Ink” position and move the mailpiece in the mail slot so that a portion of the character is centered within the reticle pattern on the view screen. Place the same switch in the “Hold” position. This value is locked into the unit’s internal memory for all future PRD and PCR calculations. This value is also locked into the display readout.
4. With the sample switch in the “Hold” position, all reflectance parameters are held on the display. By toggling the channel switch, the operator can obtain the corresponding values for the red spectrum channel.

POSTNET Code and FIM Measurements

Reflectance and reflectance difference measurements on POSTNET and FIM bars, and on potential interference, should be made in the green and the red portions of the optical spectrum. The same procedures that apply to address block measurements apply to measuring POSTNET codes and FIMs with the exception that the readings are being taken with the channel switch in the “Red” position.



Sample Address Formats

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

MS NANCY JOHNSON
OR CURRENT OCCUPANT
PO BOX 34
ROANOKE VA 24022-0034

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

3452355M 80K
MR KEN THOMAS
4653 COLORADO BLVD
PASADENA CA 91109-4358

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

MARK DAVIS
RR 14 BOX 75
BAKERSFIELD CA 93312-9521

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

MARLENE SMITH
LAST NATIONAL BANK
PO BOX 345
NEW YORK NY 10163-0345

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

H A NESTOR
111 BELAIR DR STE 402
BEVERLY HILLS CA 90210-3477

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

ACME INSURANCE CO
CAREW TOWERS
300 E MAIN ST RM 1121
MEMPHIS TN 38166-1121

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

B G LIGHT CO
HC 2 BOX 293A
DULUTH MN 55811-9702

IAN REID
2711 ORDWAY ST NW
WASHINGTON DC 20008-5063

SSGT KEVIN BEASLEY
UNIT 2050 BOX 4190
APO AP 96522-1215

D Standard Address Abbreviations

States and Possessions

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AS	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Northern Mariana Islands	MP
Federated States of Micronesia	FM	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Palau	PW
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Marshall Islands	MH	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Directionals

North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW

Secondary Address Unit Indicators

Apartment	APT
Building	BLDG
Floor	FL
Suite	STE
Room	RM
Department	DEPT

Street Designators (Suffixes)

Alley	ALY
Annex	ANX
Arcade	ARC
Avenue	AVE
Bayou	BYU
Beach	BCH
Bend	BND
Bluff	BLF
Bottom	BTM
Boulevard	BLVD
Branch	BR
Bridge	BRG
Brook	BRK
Burg	BG
Bypass	BYP
Camp	CP
Canyon	CYN
Cape	CPE
Causeway	CSWY
Center	CTR
Circle	CIR
Cliffs	CLFS
Club	CLB
Corner	COR
Corners	CORS
Course	CRSE
Court	CT
Courts	CTS
Cove	CV
Creek	CRK
Crescent	CRES
Crossing	XING

Dale	DL
Dam	DM
Divide	DV
Drive	DR
Estates	EST
Expressway	EXPY
Extension	EXT
Fall	FALL
Falls	FLS
Ferry	FRY
Field	FLD
Fields	FLDS
Flats	FLT
Ford	FRD
Forest	FRST
Forge	FRG
Fork	FRK
Forks	FRKS
Fort	FT
Freeway	FWY
Gardens	GDNS
Gateway	GTWY
Glen	GLN
Green	GRN
Grove	GRV
Harbor	HBR
Haven	HVN
Heights	HTS
Highway	HWY
Hill	HL
Hills	HLS
Hollow	HOLW
Inlet	INLT
Island	IS
Islands	ISS
Isle	ISLE
Junction	JCT
Key	KY
Knolls	KNLS
Lake	LK
Lakes	LKS
Landing	LNDG
Lane	LN
Light	LGT
Loaf	LF
Locks	LCKS
Lodge	LDG
Loop	LOOP
Mall	MALL
Manor	MNR
Meadows	MDWS
Mill	ML

Mills	MLS	Shoals	SHLS
Mission	MSN	Shore	SHR
Mount	MT	Shores	SHRS
Mountain	MTN	Spring	SPG
Neck	NCK	Springs	SPGS
Orchard	ORCH	Spur	SPUR
Oval	OVAL	Square	SQ
Park	PARK	Station	STA
Parkway	PKY	Stravenue	STRA
Pass	PASS	Stream	STRM
Path	PATH	Street	ST
Pike	PIKE	Summit	SMT
Pines	PNES	Terrace	TER
Place	PL	Trace	TRCE
Plain	PLN	Track	TRAK
Plains	PLNS	Trail	TRL
Plaza	PLZ	Trailer	TRLR
Point	PT	Tunnel	TUNL
Port	PRT	Turnpike	TPKE
Prairie	PR	Union	UN
Radial	RADL	Valley	VLY
Ranch	RNCH	Viaduct	VIA
Rapids	RPDS	View	VW
Rest	RST	Village	VLG
Ridge	RDG	Ville	VL
River	RIV	Vista	VIS
Road	RD	Walk	WALK
Row	ROW	Way	WAY
Run	RUN	Wells	WLS
Shoal	SHL		

E Checklists

OCR Readability

- ☐ **mailpiece material** — envelopes: minimum, 16-pound paper; cards (such as reply cards, postcards): minimum, 75-pound offset paper.
- ☐ **mailpiece color (includes inserts showing through windows)** — preferably white. If colored, reflectance of at least 50 percent in the red portion and 45 percent in the green portion of the optical spectrum.
- ☐ **mailpiece dimensions** — minimum: 3 1/2" (3.500") high, 5" long, 0.007" thick; maximum: 6 1/8" (6.125") high, 11 1/2" (11.500") long, 1/4" (0.250") thick.
- ☐ **address block location** — 1/2" (0.500") vertical clear space (margin) from left and right edges of envelope; at least 5/8" (0.625") but no more than 2 3/4" (2.750") horizontal clear space from bottom edge of envelope.
- ☐ **address format** — uniform left margin, all caps (all uppercase characters), two-letter state abbreviation, ZIP Code or ZIP+4.
- ☐ **address font style** — uniform stroke widths, simple sans serif style.
- ☐ **address character height** — 8 to 18 points (80 to 200 mils).
- ☐ **address character stroke width** — 3/4 to 2 points (10 to 30 mils).
- ☐ **address character spacing** — 3/4 to 3 points (10 to 40 mils) between characters.
- ☐ **address word spacing** — 1 to 5 em spaces (1 to 5 full-size character spaces) between words.
- ☐ **address line spacing** — 2 points to 2 em spaces (28 mils to 2 full-size character heights) between lines.
- ☐ **address skew** — maximum 5 degrees.
- ☐ **mailpiece clear zones** — OCR read area free of return address with logos and other extraneous printing above delivery address line. POSTNET clear zone free of all printing and patterns except barcode. FIM clear zone free of all printing except FIM.
- ☐ **window-edge clearance** — through full range of insert shift 1/8" (0.125").
- ☐ **print contrast ratio** — 40 percent minimum in the red and the green portions of the optical spectrum; 45 percent if glassine windows used.
- ☐ **print quality** — sharp, uniform contrast; no voids, extraneous ink, or smudges.

- ☐ **ink color** — black or dark color.
- ☐ **background interference** — underlines, halftone backgrounds, nonaddress printing avoided.

Barcodes

- ☐ **barcode locations** — lower right: no more than $\frac{5}{8}$ " (0.625") from bottom edge of envelope and no more than $4\frac{3}{4}$ " (4.750") from lower right edge of envelope; address block: above recipient line or below the city, state, and ZIP Code line of address.
- ☐ **window-edge clearance** — through full range of insert shift, barcodes must maintain $\frac{1}{8}$ " (0.125") clear space on left and right sides and $\frac{1}{25}$ " (0.040") clear space above and below.
- ☐ **bar size** — full bar: 0.125" (± 0.010 ") high; half bar: 0.050" (± 0.010 ") high; both bars: 0.020" (± 0.005 ") wide.
- ☐ **bar pitch** — 22 bars per inch (± 2 bars).
- ☐ **bar tilt** — 5 degrees maximum.
- ☐ **print reflectance difference** — 30 percent minimum in the red portion of the optical spectrum.
- ☐ **ink color** — black or dark color.
- ☐ **print quality** — sharp, uniform contrast; no voids, extraneous ink, or smudges.

FIMs

- ☐ **proper type** — FIM A for courtesy reply mail; FIM C for prebarcoded business reply mail.
- ☐ **location and clear zone** — top right of envelope with bars printed in space within $\frac{1}{8}$ " (0.125") to $\frac{5}{8}$ " (0.625") from top of envelope, with the leftmost bar no more than 3" from right edge of envelope.
- ☐ **dimensions, pitch, and tilt** — $\frac{5}{8}$ " (0.625") $\pm \frac{1}{8}$ " (± 0.125 ") long; $\frac{1}{32}$ " (0.03125") $\pm \frac{1}{128}$ " (± 0.008 ") wide; no more than 5 degrees combined positional and rotational skew.
- ☐ **print reflectance difference** — 30 percent minimum in the red portion of the optical spectrum.
- ☐ **ink color** — black or dark color.
- ☐ **print quality** — sharp, uniform contrast; no voids, extraneous ink, or smudges.

F Glossary

APO — Army/Air Force post office.

aspect ratio — the dimension of a mailpiece expressed as a ratio of height to length.

barcode — a series of vertical full bars and half bars representing ZIP Code information relative to the address on the mailpiece.

barcode read area — the clear zone on the lower right corner of an envelope that must be kept free of printing and symbols except for the barcode itself.

barcode sorter (BCS) — a computer-controlled machine that sorts letters, based on an imprinted barcode on the letters, at speeds of 32,000 pieces an hour.

basis weight — the weight in pounds of a ream (500 sheets) of paper cut to a specified standard size for that grade.

business reply mail (BRM) — specially printed cards, envelopes, cartons, and labels that may be mailed without prepayment of postage. The postage and fees are collected when the mail is delivered back to the sender. This service enables mailers to receive First-Class Mail, without postage, back from customers by paying the postage and fees on receipt of the mailpieces.

Business Reply Mail Accounting System (BRMAS) — an automated method for sorting, counting, and rating business reply mail (BRM) for authorized mailers.

courtesy reply mail (CRM) — a preprinted return envelope or card provided as a courtesy to customers. Customers responding to the original mailing pay the return postage.

delivery barcode sorter (DBCS) — a small, multilevel, high-speed barcode sorter that finalizes letter mail sortation to the carrier sector/segment level using a two-pass operation to sort up to 34,000 pieces an hour.

delivery point barcode (DPBC) — a ZIP+4 barcode containing two additional digits (represented by 10 additional bars) that designate a specific delivery point.

Domestic Mail Manual (DMM) — the Postal Service manual containing most regulations for domestic mail services.

em space — a unit of measure exactly as wide as the point size of the type being set. In 12-point type, the em space is 12 points wide.

em height — a unit of measure exactly as high as the point size of the type being set. In 12-point type, the em height is 12 points high.

facing identification mark (FIM) — a pattern of vertical bars printed in the upper right portion of the mailpiece just to the left of the indicia, used to identify business reply mail and certain other barcoded mail. The FIM is an orientation mark for automated facing and canceling equipment.

font — a complete assortment of letters, numbers, punctuation marks, etc., of a specific size and type style.

FPO — fleet post office (Navy and Marine Corps).

halftone — the reproduction of continuous-tone artwork, such as a photograph, through a crossline or contact screen, which converts the image into dots of various sizes for printing.

indicia — (plural of indicium) the imprinted designations used on mailpieces denoting method of postage payment.

insert — a letter or other item placed in an envelope for mailing.

International Mail Manual (IMM) — the Postal Service manual containing most regulations for international mail services.

Kerning — reducing space between characters. Negative letter spacing.

mail processing barcode sorter (MPBCS) — a machine that sorts between 32,000 and 37,000 letter mailpieces an hour according to barcodes previously applied to the mailpieces.

mil — a unit of measure equal to 0.001 inch.

multiline optical character reader (MLOCR) — a machine that scans (“reads”) an entire address block on mail, translates the address into a corresponding barcode, sprays the barcode onto the mail, then sorts the mail to an appropriate stacker with a throughput of 30,000 to 37,000 pieces an hour, depending on the type of mail.

nanometer (nm) — a unit of wavelength (when applied to light) of 10^{-9} meters (1 billionth of a meter).

optical character reader (OCR) — a piece of computer-controlled automated equipment that locates, reads, and interprets address information (contained on the face of a mailpiece), sprays a barcode, and sorts the mailpiece into a stacker.

pitch — the center-to-center spacing between two adjacent objects such as characters in a line of characters, bars in a barcode, or lines in an address block.

point — a typographical unit of measure equal to approximately $\frac{1}{72}$ " (0.0138").

POSTNET — (POSTal Numeric Encoding Technique) the barcode used to encode ZIP Code information on letter and flat mail.

print contrast ratio (PCR) — the print reflectance difference divided by background reflectance and expressed as a percentage.

print reflectance difference (PRD) — the background reflectance minus print reflectance and expressed as a percentage.

proportional spacing — the spacing of characters in a line where the space occupied by a character is proportional to the width of that character, as opposed to fixed spacing where every character occupies the same amount of space regardless of its actual width.

Remote Bar Coding System (RBCS) — a system that uses image data of handwritten mail that cannot be read by a MLOCR and incorporates automated address recognition and operator intervention to determine appropriate barcode.

serif — the short crosslines at the ends of the main strokes of letters in certain type styles.

skew — the misalignment or slant of a character, bar, line of characters, or barcode with respect to the bottom or top edge of the mailpiece.

stroke — the line or lines forming a character such as the stem or the top of a "T."

wide area barcode reader (WABCR) — a modification to the mail processing barcode sorter that permits the machine to find and "read" a barcode virtually anywhere on a mailpiece.

ZIP+4 — a nine-digit numeric code incorporating the original five-digit ZIP Code, a hyphen, and four additional digits. The first five digits identify the delivery office. The four-digit add-on identifies a specific delivery segment such as a city block face, a floor of a building, a department within a firm, or a group of post office boxes.

Decimal Equivalents

Eighths (1/8ths)

$\frac{1}{8}$	=	0.125
$\frac{2}{8}$ ($\frac{1}{4}$)	=	0.250
$\frac{3}{8}$	=	0.375
$\frac{4}{8}$ ($\frac{1}{2}$)	=	0.500
$\frac{5}{8}$	=	0.625
$\frac{6}{8}$ ($\frac{3}{4}$)	=	0.750
$\frac{7}{8}$	=	0.875

Sixteenths (1/16ths)

$\frac{1}{16}$	=	0.0625
$\frac{3}{16}$	=	0.1875
$\frac{5}{16}$	=	0.3125
$\frac{7}{16}$	=	0.4375
$\frac{9}{16}$	=	0.5625
$\frac{11}{16}$	=	0.6875
$\frac{13}{16}$	=	0.8125
$\frac{15}{16}$	=	0.9375

Twenty-Fifths (1/25ths)

$\frac{1}{25}$	=	0.040
$\frac{2}{25}$	=	0.080
$\frac{3}{25}$	=	0.120
$\frac{4}{25}$	=	0.160
$\frac{5}{25}$	=	0.200
$\frac{6}{25}$	=	0.240
$\frac{7}{25}$	=	0.280
$\frac{8}{25}$	=	0.320
$\frac{9}{25}$	=	0.360
$\frac{10}{25}$	=	0.400
$\frac{11}{25}$	=	0.440

$\frac{12}{25}$	=	0.480
$\frac{13}{25}$	=	0.520
$\frac{14}{25}$	=	0.560
$\frac{15}{25}$	=	0.600
$\frac{16}{25}$	=	0.640
$\frac{17}{25}$	=	0.680
$\frac{18}{25}$	=	0.720
$\frac{19}{25}$	=	0.760
$\frac{20}{25}$	=	0.800
$\frac{21}{25}$	=	0.840
$\frac{22}{25}$	=	0.880
$\frac{23}{25}$	=	0.920
$\frac{24}{25}$	=	0.960

Thirty-Seconds (1/32ths)

$\frac{1}{32}$	=	0.03125
$\frac{3}{32}$	=	0.09375
$\frac{5}{32}$	=	0.15625
$\frac{7}{32}$	=	0.21875
$\frac{9}{32}$	=	0.28125
$\frac{11}{32}$	=	0.34375
$\frac{13}{32}$	=	0.40625
$\frac{15}{32}$	=	0.46875
$\frac{17}{32}$	=	0.53125
$\frac{19}{32}$	=	0.59375
$\frac{21}{32}$	=	0.65625
$\frac{23}{32}$	=	0.71875
$\frac{25}{32}$	=	0.78125
$\frac{27}{32}$	=	0.84375
$\frac{29}{32}$	=	0.90625
$\frac{31}{32}$	=	0.96875



Postal Business Centers

Alabama

POSTAL BUSINESS CENTER
351 24TH ST N
BIRMINGHAM AL 35203-9691
(205) 323-6510 / Fax: (205) 521-0046
ZIPs served: 350-368

Alaska

POSTAL BUSINESS CENTER
3201 C ST STE 505
ANCHORAGE AK 99503-3934
(907) 564-2823 / Fax: (907) 564-2882
ZIPs served: 995-999

Arizona

POSTAL BUSINESS CENTER
4949 E VAN BUREN ST RM 8
PHOENIX AZ 85026-9605
(602) 225-5454 / Fax: (602) 225-5432
ZIPs served: 850, 852, 853, 855-857, 859, 860, 863, 864

Arkansas

POSTAL BUSINESS CENTER
420 NATURAL RESOURCES DR
LITTLE ROCK AR 72205-9996
(501) 228-4300 / Fax: (501) 228-4299
ZIPs served: 716-729

California

POSTAL BUSINESS CENTER
2300 REDONDO AVE
LONG BEACH CA 90809-9694
(310) 494-2301 / Fax: (310) 498-7506
ZIPs served: 902-908

POSTAL BUSINESS CENTER
7001 S CENTRAL AVE RM 264
LOS ANGELES CA 90052-9602
(213) 586-1843 / Fax: (213) 586-1831
ZIP served: 900

POSTAL BUSINESS CENTER
1675 7TH ST RM 120
OAKLAND CA 94615-9641
(510) 874-8600 / Fax: (510) 832-4024
ZIPs served: 945-948

POSTAL BUSINESS CENTER
2035 HURLEY WAY STE 200
SACRAMENTO CA 95825-3209
(916) 923-4357 / Fax: (916) 923-4381
ZIPs served: 942, 952, 953, 956-960

POSTAL BUSINESS CENTER
11251 RANCHO CARMEL DR RM 266
SAN DIEGO CA 92199-9606
(619) 674-0400 / Fax: (619) 674-0055
ZIPs served: 919-925

POSTAL BUSINESS CENTER
PO BOX 7821
SAN FRANCISCO CA 94120-7821
(415) 536-6565 / Fax: (415) 536-6450
ZIPs served: 940, 941, 943, 944, 949, 954, 955, 962-966

POSTAL BUSINESS CENTER
PO BOX 50014
SAN JOSE CA 95150-0014
(408) 723-6262 / Fax: (408) 723-6272
ZIPs served: 932, 933, 936-939, 950, 951

POSTAL BUSINESS CENTER
3101 W SUNFLOWER AVE
SANTA ANA CA 92799-9323
(714) 662-6213 / Fax: (714) 556-1492
ZIPs served: 917, 918, 926-928

POSTAL BUSINESS CENTER
28201 FRANKLIN PKY
SANTA CLARITA CA 91383-9680
(805) 294-6910 / Fax: (805) 294-7186
ZIPs served: 910-916, 930, 931, 934, 935

Colorado

POSTAL BUSINESS CENTER
1745 STOUT ST STE 101
DENVER CO 80266-9617
(303) 297-6118 / Fax: (303) 391-5076
ZIPs served: 800-816, 820-831

Connecticut

POSTAL BUSINESS CENTER
141 WESTON ST
HARTFORD CT 06101-9631
(203) 524-6494 / Fax: (203) 524-6446
ZIPs served: 060-069

Delaware (see New Jersey)**District of Columbia**

POSTAL BUSINESS CENTER
8455 COLESVILLE RD STE 950
SILVER SPRING MD 20910-3319
(301) 565-2177 / Fax: (301) 565-2933
ZIPs served: 200, 202-209

Florida

POSTAL BUSINESS CENTER
1900 W OAKLAND PARK BLVD RM 211
FORT LAUDERDALE FL 33310-9600
(305) 527-6981 / Fax: (305) 527-6985
ZIP served: 333

POSTAL BUSINESS CENTER
11250 PHILLIPS INDUSTRIAL BLVD E
JACKSONVILLE FL 32256-3000
(904) 260-8101 / Fax: (904) 260-9015
ZIPs served: 320-326, 344

POSTAL BUSINESS CENTER
2200 NW 72ND AVE RM 528
MIAMI FL 33152-9600
(305) 470-0803 / Fax: (305) 470-0799
ZIPs served: 330-332, 340

POSTAL BUSINESS CENTER
10401 TRADEPORT DR
ORLANDO FL 32862-8901
(407) 826-5602 / Fax: (407) 826-5679
ZIPs served: 327-329, 347

POSTAL BUSINESS CENTER
4107 N HIMES AVE STE 203
TAMPA FL 33607-6600
(813) 871-6245 / Fax: (813) 871-2021
ZIPs served: 335-339, 342, 346

POSTAL BUSINESS CENTER
3200 SUMMIT BLVD RM 111
W PALM BEACH FL 33406-9602
(407) 697-2180 / Fax: (407) 697-2125
ZIPs served: 334, 349

Georgia

POSTAL BUSINESS CENTER
PO BOX 20777
MACON GA 31205-0777
(912) 784-3917 / Fax: (912) 784-3916
ZIPs served: 310, 312, 316-319

POSTAL BUSINESS CENTER
PO BOX 599332
NORTH METRO GA 30159-9332
(404) 717-3440 / Fax: (404) 717-3629
ZIPs served: 300-303, 305, 306, 311

POSTAL BUSINESS CENTER
2 N FAHM ST
SAVANNAH GA 31402-9600
(912) 235-4591 / Fax: (912) 234-9335
ZIPs served: 298, 299, 304, 308, 309, 313-315

Hawaii

POSTAL BUSINESS CENTER
3600 AOOLE ST RM 106
HONOLULU HI 96820-9623
(808) 423-3761 / Fax: (808) 423-3966
ZIPs served: 967-969

Idaho (see Washington)**Illinois**

POSTAL BUSINESS CENTER
3900 GABRIELLE DR
AURORA IL 60599-9601
(708) 978-4455 / Fax: (708) 978-4354
ZIPs served: 604, 605, 609, 613-619, 625-627

POSTAL BUSINESS CENTER
500 E FULLERTON AVE
CAROL STREAM IL 60199-9661
(708) 260-5511 / Fax: (708) 260-5524
ZIPs served: 600-603, 610, 611

POSTAL BUSINESS CENTER
433 W VAN BUREN ST RM 108
CHICAGO IL 60607-9601
(312) 765-4215 / Fax: (312) 765-3984
ZIPs served: 606, 607

Indiana

POSTAL BUSINESS CENTER
125 W SOUTH ST
INDIANAPOLIS IN 46206-9661
(317) 464-6010 / Fax: (317) 464-6266
ZIPs served: 460-469, 472-475, 478, 479

Iowa

POSTAL BUSINESS CENTER
PO BOX 189996
DES MOINES IA 50318-9605
(515) 251-2336 / Fax: (515) 251-2052
ZIPs served: 500-514, 520-528, 612

Kansas (see Nebraska)**Kentucky**

POSTAL BUSINESS CENTER
PO BOX 31660
LOUISVILLE KY 40231-9660
(502) 473-4200 / Fax: (502) 454-1744
ZIPs served: 400-418, 420-427, 471, 476, 477

Louisiana

POSTAL BUSINESS CENTER
701 LOYOLA AVE RM 1103
NEW ORLEANS LA 70113-9680
(504) 589-1366 / Fax: (504) 589-1328
ZIPs served: 700, 701, 703-708, 710-714

Maine

POSTAL BUSINESS CENTER
125 FOREST AVE
PORTLAND ME 04101-9600
(207) 871-8567 / Fax: (207) 871-8401
ZIPs served: 039-049

Maryland

POSTAL BUSINESS CENTER
900 E FAYETTE ST RM 502
BALTIMORE MD 21233-9661
(410) 347-4358 / Fax: (410) 347-4515
ZIPs served: 210-212, 214-219

Massachusetts

POSTAL BUSINESS CENTER
25 DORCHESTER AVE RM 1000
BOSTON MA 02205-9602
(617) 654-5725 / Fax: (617) 654-5829
ZIPs served: 021, 022

POSTAL BUSINESS CENTER
1883 MAIN ST
SPRINGFIELD MA 01101-9600
(413) 731-0306 / Fax: (413) 731-0330
ZIPs served: 010-013, 050-059

POSTAL BUSINESS CENTER
PO BOX 2236
WOBBURN MA 01888-0336
(617) 938-1450 / Fax: (617) 938-5827
ZIPs served: 018, 019, 01730, 01741, 01742

POSTAL BUSINESS CENTER
4 EAST CENTRAL ST
WORCESTER MA 01613-9602
(508) 795-3608 / Fax: (508) 795-3660
ZIPs served: 014-017

Michigan

POSTAL BUSINESS CENTER
PO BOX 9630
BIRMINGHAM MI 48009-9630
(810) 546-1321 / Fax: (810) 901-4515
ZIPs served: 480, 483

POSTAL BUSINESS CENTER
1927 ROSA PARKS BLVD
DETROIT MI 48216-9620
(313) 226-8600 / Fax: (313) 225-5496
ZIPs served: 481, 482

POSTAL BUSINESS CENTER
PO BOX 999661
GRAND RAPIDS MI 49599-9661
(616) 776-6161 / Fax: (616) 458-5830
ZIPs served: 484-497

Minnesota

POSTAL BUSINESS CENTER
100 S FIRST ST RM 119
MINNEAPOLIS MN 55401-9617
(612) 349-6360 / Fax: (612) 349-4410
ZIPs served: 540, 546-548, 550, 551, 553-564, 566

Mississippi

POSTAL BUSINESS CENTER
401 E SOUTH ST STE 100
JACKSON MS 39201-9825
(601) 360-2700 / Fax: (601) 360-2707
ZIPs served: 369, 386-397

Missouri

POSTAL BUSINESS CENTER
315 W PERSHING RD RM 104
KANSAS CITY MO 64108-9623
(816) 374-9613 / Fax: (816) 374-9192
ZIPs served: 636-641, 644-649, 654-658, 660-662, 667

POSTAL BUSINESS CENTER
2665 SCOTT AVE
ST LOUIS MO 63103-3048
(314) 534-2678 / Fax: (314) 534-4763
ZIPs served: 620, 622-624, 628-631, 633-635, 650-653

Montana

POSTAL BUSINESS CENTER
550 S 24TH ST W
BILLINGS MT 59102-6293
(406) 255-6432 / Fax: (406) 255-6433
ZIPs served: 590-595, 59715

POSTAL BUSINESS CENTER
1100 W KENT AVE
MISSOULA MT 59801-9625
(406) 329-2231 / Fax: (406) 329-2280
ZIPs served: 596-599

Nebraska

POSTAL BUSINESS CENTER
5303 N 91ST AVE
OMAHA NE 68134-9600
(402) 573-2100 / Fax: (402) 573-2131
ZIPs served: 515, 516, 664-666, 668-681, 683-693

Nevada

POSTAL BUSINESS CENTER
1001 E SUNSET RD RM 106
LAS VEGAS NV 89199-9605
(702) 361-9318 / Fax: (702) 361-9213
ZIPs served: 889-891, 893-895, 897, 898, 961

New Hampshire

POSTAL BUSINESS CENTER
955 GOFFS FALLS RD
MANCHESTER NH 03103-9671
(603) 644-3838 / Fax: (603) 644-3865
ZIPs served: 030-038

New Jersey

POSTAL BUSINESS CENTER
PO BOX 9001
BELLMAWR NJ 08099-9601
(609) 933-6000 / Fax: (609) 933-6006
ZIPs served: 080-084, 197-199

POSTAL BUSINESS CENTER
21 KILMER RD
EDISON NJ 08899-9610
(908) 777-0565 / Fax: (908) 777-0513
ZIPs served: 077-079, 085-089

POSTAL BUSINESS CENTER
100 EXECUTIVE DR STE 390
WEST ORANGE NJ 07052-9333
(201) 731-4866 / Fax: (201) 669-0489
ZIPs served: 070-076

New Mexico

POSTAL BUSINESS CENTER
1135 BROADWAY BLVD NE RM 108
ALBUQUERQUE NM 87101-9601
(505) 245-9480 / Fax: (505) 245-9804
ZIPs served: 865, 870-875, 877-884

New York

POSTAL BUSINESS CENTER
1770 CENTRAL AVE
ALBANY NY 12205-4753
(518) 869-6526 / Fax: (518) 869-3925
ZIPs served: 120-123, 128-139

POSTAL BUSINESS CENTER
1200 WILLIAM ST RM 100
BUFFALO NY 14240-9661
(716) 846-2581 / Fax: (716) 846-2586
ZIPs served: 140-143, 147

POSTAL BUSINESS CENTER
500 N SAW MILL RIVER RD
ELMSFORD NY 10523-9650
(914) 345-1237 / Fax: (914) 345-3451
ZIPs served: 105-109, 124-127

POSTAL BUSINESS CENTER
142-02 20TH AVE RM 123B
FLUSHING NY 11351-9621
(718) 321-5700 / Fax: (718) 358-9196
ZIPs served: 103, 110-114, 116

POSTAL BUSINESS CENTER
PO BOX 7609
HAUPPAUGE NY 11760-9661
(516) 582-7600 / Fax: (516) 582-7596
ZIPs served: 115, 117-119

POSTAL BUSINESS CENTER
421 8TH AVE RM 4202H
NEW YORK NY 10199-9619
(212) 330-3809 / Fax: (212) 330-3234
ZIPs served: 100-102, 104

POSTAL BUSINESS CENTER
PO BOX 22908
ROCHESTER NY 14692-2908
(716) 272-7220 / Fax: (716) 272-5979
ZIPs served: 144-146, 148, 149

North Carolina

POSTAL BUSINESS CENTER
2901 S INTERSTATE 85 SERVICE RD
CHARLOTTE NC 28228-9975
(704) 393-4481 / Fax: (704) 393-4661
ZIPs served: 280-285, 287-289, 297

POSTAL BUSINESS CENTER
PO BOX 27499
GREENSBORO NC 27498-9661
(910) 665-9740 / Fax: (910) 665-9748
ZIPs served: 270-279, 286

North Dakota (see South Dakota)

Ohio

POSTAL BUSINESS CENTER
675 WOLF LEDGES PKY
AKRON OH 44309-9600
(216) 996-9721 / Fax: (216) 996-9948
ZIPs served: 434-436, 439, 442-449

POSTAL BUSINESS CENTER
990 DALTON AVE
CINCINNATI OH 45203-9601
(513) 723-9900 / Fax: (513) 684-5082
ZIPs served: 410, 450-455, 458, 470

POSTAL BUSINESS CENTER
2400 ORANGE AVE RM 23
CLEVELAND OH 44101-9604
(216) 443-4401 / Fax: (216) 443-4587
ZIPs served: 440, 441

POSTAL BUSINESS CENTER
850 TWIN RIVERS DR
COLUMBUS OH 43216-9601
(614) 469-4336 / Fax: (614) 469-4417
ZIPs served: 430-433, 437, 438, 456, 457

Oklahoma

POSTAL BUSINESS CENTER
7101 NW EXPRESSWAY ST STE 325
OKLAHOMA CITY OK 73132-1598
(405) 720-2675 / Fax: (405) 720-7120
ZIPs served: 730, 731, 734-741, 743-749

Oregon

POSTAL BUSINESS CENTER
PO BOX 4029
PORTLAND OR 97208-4029
(503) 294-2306 / Fax: (503) 294-2304
ZIPs served: 970-979, 986

Pennsylvania

POSTAL BUSINESS CENTER
1314 GRISWOLD PLZ
ERIE PA 16501-9631
(814) 878-0018 / Fax: (814) 878-0010
ZIPs served: 155, 157-168

POSTAL BUSINESS CENTER
1425 CROOKED HILL RD
HARRISBURG PA 17107-9601
(717) 257-2108 / Fax: (717) 257-2101
ZIPs served: 169-172, 177, 178, 180-188

POSTAL BUSINESS CENTER
1400 HARRISBURG PIKE
LANCASTER PA 17604-9601
(717) 396-6969 / Fax: (717) 396-7031
ZIPs served: 173-176, 179, 195, 196

POSTAL BUSINESS CENTER
PO BOX 13416
PHILADELPHIA PA 19101-3416
(215) 895-8046 / Fax: (215) 895-8041
ZIPs served: 190-192

POSTAL BUSINESS CENTER
1001 CALIFORNIA AVE RM 1007
PITTSBURGH PA 15290-9652
(412) 359-7601 / Fax: (412) 321-1953
ZIPs served: 150-154, 156, 260

POSTAL BUSINESS CENTER
1000 W VALLEY RD
SOUTHEASTERN PA 19399-9604
(610) 964-6441 / Fax: (610) 964-5414
ZIPs served: 189, 193, 194

Puerto Rico

POSTAL BUSINESS CENTER
585 FD ROOSEVELT AVE STE 216
SAN JUAN PR 00936-9623
(809) 782-3929 / Fax: (809) 273-1025
ZIPs served: 006-009

Rhode Island

POSTAL BUSINESS CENTER
24 CORLISS ST RM 355
PROVIDENCE RI 02904-9602
(401) 276-5038 / Fax: (401) 276-5089
ZIPs served: 020, 023-029

South Carolina

POSTAL BUSINESS CENTER
PO BOX 929641
COLUMBIA SC 29292-9641
(803) 926-6200 / Fax: (803) 926-6326
ZIPs served: 290-296

South Dakota

POSTAL BUSINESS CENTER
320 S 2ND AVE
SIOUX FALLS SD 57102-7574
(605) 357-5049 / Fax: (605) 357-5045
ZIPs served: 565, 567, 570-577, 580-588

Tennessee

POSTAL BUSINESS CENTER
PO BOX 3463
MEMPHIS TN 38173-0463
(901) 576-2035 / Fax: (901) 576-2039
ZIPs served: 380-383

POSTAL BUSINESS CENTER
525 ROYAL PKY RM 327
NASHVILLE TN 37229-9601
(615) 885-9399 / Fax: (615) 885-9214
ZIPs served: 307, 370-374, 376-379, 384, 385

Texas

POSTAL BUSINESS CENTER
951 W BETHEL RD
COPPELL TX 75099-9681
(214) 393-6701 / Fax: (214) 393-6664
ZIPs served: 750-759

POSTAL BUSINESS CENTER
4600 MARK IV PKY STE 260K
FORT WORTH TX 76161-9681
(817) 625-3600 / Fax: (817) 625-3304
ZIPs served: 739, 760-764, 768, 769, 790-796

POSTAL BUSINESS CENTER
PO BOX 250001
HOUSTON TX 77202-9610
(713) 226-3349 / Fax: (713) 226-3155
ZIPs served: 770-778

POSTAL BUSINESS CENTER
4600 ALDINE BENDER RD RM 227
HOUSTON TX 77315-9610
(713) 985-4108 / Fax: (713) 985-4194
ZIPs served: 770-778

POSTAL BUSINESS CENTER
10410 PERRIN BEITEL RD STE 1069
SAN ANTONIO TX 78284-9623
(210) 657-8578 / Fax: (210) 657-8463
ZIPs served: 733, 765-767, 779-789, 797-799

Utah

POSTAL BUSINESS CENTER
1760 W 2100 S
SALT LAKE CITY UT 84199-9625
(801) 974-2503 / Fax: (801) 975-7886
ZIPs served: 840, 841, 843-847

Vermont (see Massachusetts)

Virginia

POSTAL BUSINESS CENTER
8409 LEE HWY
MERRIFIELD VA 22081-9621
(703) 207-6800 / Fax: (703) 207-6825
ZIPs served: 201, 220-223, 226, 227

POSTAL BUSINESS CENTER
1801 BROOK RD RM 303
RICHMOND VA 23232-9610
(804) 775-6224 / Fax: (804) 775-6287
ZIPs served: 224, 225, 228-239, 244

Washington

POSTAL BUSINESS CENTER
PO BOX 24000
SEATTLE WA 98124-4000
(206) 625-7016 / Fax: (206) 467-9019
ZIPs served: 980-985, 988, 989

POSTAL BUSINESS CENTER
707 W MAIN AVE STE 600
SPOKANE WA 99299-9641
(509) 626-6733 / Fax: (509) 626-6918
ZIPs served: 832-838, 990-994

West Virginia

POSTAL BUSINESS CENTER
PO BOX 59661
CHARLESTON WV 25350-9661
(304) 340-4233 / Fax: (304) 340-2890
ZIPs served: 240-243, 245-259, 261-268

Wisconsin

POSTAL BUSINESS CENTER
PO BOX 14750
MADISON WI 53714-0750
(608) 246-1245 / Fax: (608) 246-1258
ZIPs served: 535, 537-539, 549

POSTAL BUSINESS CENTER
PO BOX 5008
MILWAUKEE WI 53201-5008
(414) 287-2522 / Fax: (414) 287-2518
ZIPs served: 498, 499, 530-532, 534, 541-545

Wyoming (see Colorado)